

Specialist Behaviour Support Procedure

The purpose of this Procedure is to outline how CPSN and its workers should approach the implementation of behaviour support plans prepared by a Specialist Behaviour Support Practitioner to ensure each client accesses behaviour support that is appropriate to their needs.

Record of procedure development

Version	Date approved	Date for review
Version 1	March 2026	March 2028

Responsibilities and delegations

This procedure applies to:	CPSN Workers
Procedure approval:	CEO
Review of Procedure Compliance	CEO and General Manager Service Delivery
Specific responsibilities:	CPSN Workers Chief Executive Officer General Manager, Service Delivery Service Delivery Manager (s) CPSN Employees with Supervisory Responsibilities

Policy statement

This Procedure describes **how** CPSN implements its Specialist Behaviour Support Policy. The policy describes CPSN's intention and standard in relation to the implementation of specialist behaviour support plans.

Definitions

The following definitions apply to this Procedure and its associated Policy:

Employee means a person who is employed by CPSN with wages or salary.

Staff means all the people employed by CPSN or within a specific work area.

Worker means any person engaged by CPSN to perform a service, paid or unpaid, and may include but is not limited to employees, consultants, contractors, employees of a labour hire company, apprentices, trainees, students or volunteers.

Behaviour Support Plan means a participant's quality of life is maintained and improved by tailored, evidence informed behaviour support plans that are responsive to the client's needs. The Behaviour Support Plan is written by a Specialist Behaviour Support Practitioner contracted by CPSN.

Procedure

Purpose of this Procedure

This procedure guides the implementation of specialist behaviour support plans by telling people listed above with specific responsibilities **how** they need to do their work. It promotes consistency, good practice, and provides an accountability tool against which people's actions and compliance with the procedure can be measured.

The Specialist Behaviour Support Policy outlines the roles and responsibilities for implementation of the policy. These roles and responsibilities are embedded within this procedure.

Procedure

Assessment and Development of Specialist Behaviour Support Plans

- A specialist behaviour support provider is supported to gather information for the functional behaviour assessment and other relevant assessments with the consent of the client or their legal decision maker.
- Collaboration occurs with the specialist behaviour support provider to develop each client's behaviour support plan and the clear identification of key responsibilities in implementing and reviewing the plan.

Implementation of Specialist Behaviour Support Plans

- CPSN actively collaborates with the client or legal decision maker and the specialist behaviour support provider to implement each client's behaviour support plan and to align implementation with evidence informed practice and positive behaviour support.
- CPSN ensures workers are supported to develop and maintain the skills required to consistently implement the strategies in each client's behaviour support plan.
- CPSN ensure collaboration is undertaken with other providers that work with the client to implement strategies in the client's behaviour support plan.

- CPSN ensures workers are aware of reporting processes associated with the implementation of a behaviour support plan.
- Performance management of CPSN workers by employees with supervisory responsibilities will ensure that workers are implementing strategies in the client's behaviour support plan appropriately.

Specialist Behaviour Support Plan Review

- Implementation of the behaviour support plan is monitored through a combination of formal and informal approaches, including feedback from the client, or their decision maker, team meetings, data collection, record keeping and supervision.
- Behaviour support plans will be reviewed at minimum annually.
- Ensuring identification of circumstances where the client's needs, situation of progress, create a need for more frequent review including if the client's behaviour changes is actively monitored.

Interim Specialist Behaviour Support Plans

- Each client with an immediate need for a behaviour support plan receives an interim behaviour support plan based on evidence informed practice (developed by Behaviour Support Practitioner) which minimises risk to the client and others.
- Work is undertaken with the specialist behaviour support provider to support the development of the interim behaviour support plan. This work could include collaboration with mainstream services i.e. police, emergency services, mental health, emergency departments.

Review of Procedure

This procedure will be reviewed by the CEO and General Manager Service Delivery upon any of the following events occurring:

- a review of the Specialist Behaviour Support Policy
- changes in accepted practice standards
- changes in external requirements such as legislation
- staff identifying gaps or problems in implementing the procedure
- service user feedback.

Training plan

CPSN ensures the specialist behaviour support provider is supported to train CPSN workers in the development and implementation of behaviour support plans and the monitoring of behaviour support strategies in the behaviour support plan.

Prerequisites

Specialist Behaviour Support Policy

Maintaining appropriate records

Records will be kept for seven years.

CPSN records are maintained using cloud-based technology systems, covering HRIS, CRM and Operational documentation.

Forms that apply to this procedure

- Training records for workers developing and implementing specialist behaviour support plans.
- Current Specialist Behaviour Support Plans
- Data and record keeping on review of Specialist Behaviour Support Plans

Document Revision History

This document is only valid on the day it was printed.

Who	Version	Date	Description of review
CEO/GMSD	V1	February 2026	New Procedure